

**DUTY STATEMENT**

<b>Classification:</b> Energy Commission Specialist III (TED)	<b>Position No.</b> 6100-4186-010
<b>CBID:</b> R10	<b>Office:</b> Emerging Fuels & Technologies
<b>Date Prepared:</b> August 3, 2015	<b>Division:</b> Fuels and Transportation
<b>KEY: (E) IS ESSENTIAL, (M) IS MARGINAL</b>	

**POSITION DESCRIPTION:** Under the general direction of the Energy Resource Specialist III (Managerial) in the Emerging Fuels and Technologies Office of the Fuels and Transportation Division, the incumbent will provide expert guidance and perform lead functions on highly complex policy and implementation issues related to medium- and heavy-duty vehicles, supporting infrastructure and the goods movement sector in California.

The incumbent will perform analytical tasks requiring a high level of knowledge of strategic plans and policies related to medium- and heavy-duty vehicles, supporting infrastructure and the goods movement sector from the Energy Commission and other state agencies. The incumbent will serve as the lead program planning and evaluation specialist. The incumbent will lead groups composed of high level policy makers and program leads from the Energy Commission, other state, federal, and public and private organizations to develop complex and politically sensitive policies related to medium- and heavy-duty vehicles and related fuels.

The incumbent will develop and provide medium and heavy-duty vehicle policy recommendations to Division management, Executive Office, Energy Commissioners, Governor's Office, and various state and federal government agencies.

**WORKING CONDITIONS:** The work is typically performed in an indoor office and meeting room setting involving sitting, standing, and walking. The candidate must work well with people inside and outside the Energy Commission, including members of the general public. Travel is required to attend workshops, hearings, and meetings. Additional hours beyond an eight-hour workday or forty-hour workweek may be required. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment, using a personal computer and appropriate Energy Commission software such as word processing, electronic mail and Internet browsers; participate in and lead meetings with other staff and with other agencies.

**DUTIES AND RESPONSIBILITIES:**

35% Provide expert consultation on medium- and heavy-duty vehicle and infrastructure policies for California and provide recommendations to the Energy Commission, the Governor's Office, Legislature, other government agencies, and industry stakeholders. (E)

VACANT  
Energy Commission Specialist III (TED)  
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- 25% Develop and manage solicitations, grants, and interagency agreements related to advanced medium- and heavy-vehicles and infrastructure used in California's transportation system. Serve as the solicitation manager and team lead, and coordinate the work of other staff in solicitation development, solicitation management, proposal scoring, and selection of grantees. (E)
- 20% Perform analytical tasks requiring a high level of knowledge of strategic plans and policies related to medium- and heavy-duty vehicle transportation and infrastructure from the Energy Commission and other state agencies. Lead Energy Commission staff in identifying gaps in the deployment and demonstration of medium- and heavy-duty vehicles and supporting infrastructure, developing policy recommendations and action plans for overcoming barriers within California. (E)
- 15% Develop implementation strategies to increase demonstration and deployment of advanced medium- and heavy-duty vehicles and encourage economic development and investments including the manufacturing of advanced medium- and heavy- vehicles and components within California. (E)
- 5% Perform other duties as required consistent with the specifications of this classification. (M)

Signatures	
I CERTIFY THAT I AM ABLE TO PERFORM, WITH OR WITHOUT THE ASSISTANCE OF A REASONABLE ACCOMMODATION, THE ESSENTIAL JOB DUTIES OF THIS POSITION	
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<div style="display: flex; justify-content: space-between;"> <span>Vacant</span> <span>Date</span> </div> <div style="display: flex; justify-content: space-between;"> <span>Energy Commission Specialist III (TED)</span> <span></span> </div>	<div style="display: flex; justify-content: space-between;"> <span>Vacant</span> <span>Date</span> </div> <div style="display: flex; justify-content: space-between;"> <span>Energy Resource Specialist III (Managerial)</span> <span></span> </div>